

THE STATE OF COLORADO

Overview of the State Travel Management Program

The State Travel Management Program was created by statute under section CRS 24-30-1118
The Program has also adopted rules that apply to all travel 1 CCR 103-1; **Executive Order D 005 03**
2010

US Bank VISA CHARGE ACCOUNTS: US Bank VISA accounts are available as **1) a central billing system** for airline, train and other common carrier ticket purchases; **2) an individual charge card system;** (individual-contingent liability) and **3) a central travel card** (event card), a tax-exempt card primarily to manage occasional travelers by third-party billing. These charge systems provide the State of Colorado with needed airline, lost luggage, and car rental insurance and allow us to track expenses such as car rentals, hotels and meals. Rules require that all our travelers have their own US Bank VISA cards for all foreign travel or for busy in-state and out of state travelers. There is **no charge or upfront credit check** for issuing the card, nor are there annual fees. The State of Colorado will assist travelers with billing disputes or insurance claims which occur with the use of the US Bank VISA card. By contract, cardholders are required to report lost or stolen travel cards immediately.

To report any lost, stolen or compromised US Bank cards contact US Bank customer service available 24/7 at 800-344-5696 or for outside the US 701-461-2010 (collect).

For questions about US Bank individual card set up, transfers or terminations please call your agency travel office. US Bank provides training and support for cardholders. This help is available online at:

<https://wbt.access.usbank.com/>

At this site, users will find a box for a password; the current password is available by contacting the agency Travel Compliance Designee. Technical support for using this web site is 877-887-9260 available 24/7.

Note: **Use of US Bank VISA cards is restricted to official state travel only.**

TRAVEL AGENCY SERVICES: The State has awarded mandatory travel agency service agreements that allow all State agencies to select travel agencies for use by their air travelers. The State agency selections are available on the state travel website.

AIRLINES: The State of Colorado city-pair price agreements are issued to 3 airlines: **Great Lakes, Frontier and United.** A city-pair is represented by the city of origination and a city of destination and may include round trip or one-way travel. We display a list of published airfares, effective July 1, 2009 to June 30, 2010 at our web site.

Unrestricted Fare: A full coach contract airfare--for example a YCACO fare-- is understood as a fare with no capacity controls that is fully refundable, requires no advance purchase, no overnight stay requirements, no flight specific limits and must have last seat availability-- a fare without restrictions. Fare is fully refundable and changeable. If there is a difference in fare on the change (i.e. city pair change) the difference will be collected.

Capacity Controlled Fare: A fare without restrictions. These fares shall be any available seat above the bottom 1/3 of the airline's seating hierarchy in coach class.

Travelers must use awarded airlines for these city-pairs unless:

- 1) a lower fare is offered to the general public by a non-awarded airline that is **not matched** by the awarded airline,
- 2) a city-pair is **not listed**,
- 3) the traveler is **inconvenienced for more than three hours** by using awarded airline, or
- 4) **service is discontinued** by awarded airline.

LODGING:

Basic Ordering Agreement for In-State Lodging

The State Travel Management Program has created the Basic Ordering Agreement for In-State Lodging to meet the varied needs of the State of Colorado employee travelers. The BOA is to provide a higher level of customer service with GUARANTEES that STMP, Travel Compliance Designee's, Travel Arrangers and employee travelers can count on. To summarize, the BOA for In-State Lodging requires:

- LRA - Last Room Availability
- Guaranteed Cost Savings of 10%-30% from GSA Per Diem or Rack Rate (which ever is lower)
- ALL Colorado Properties Participate!
- Acceptance of Tax Exempt Certificate copies
- State ID acceptable form of identification
- State Business cards acceptable form of identification
- PCI Security Standards Followed
- NO Copies of Credit Cards Required for Third-Party Billing
- NO Copies of Drivers License Required for Third-Party Billing
- Third-Party Billing Template

▲ Choice Hotels International

<http://www.choicehotels.com/ires/en-US/html/Choice-colorado?clientid=SKq4HxZrsuGz>

▲ **La Quinta Inns**, 1-800-531-5900, CD# is **SOC**; to book on-line use CD # **SOCLO** <http://www.lq.com/lq/index.jsp>

AUTO RENTALS: The new Basic Ordering Agreements with the State of Colorado provides mandatory price agreements with **Avis, Budget & Enterprise**. The mandatory agreements are required if the awarded vendor:

- 1) Is located in an **awarded city** where the rental occurs,
- 2) Has the category of vehicle necessary, and
- 3) Honors the terms of the price agreement.

VISA Insurance Claims MUST be reported within 45 days of incident

PLEASE NOTE: The BOA Matrix on the STMP web site provides the list of awarded cities by vendor.

Use of the US Bank VISA card assures our rates are honored and that the collision damage insurance is not necessary. When using the US Bank VISA card, the awarded car rental company CDW/LDW insurance should **ALWAYS** be declined. For any one-way car rental within the front-range of the State of Colorado there is no drop charge or mileage charge.

Avis Rent-A-Car provides the liability insurance necessary for complete compliance with the fiscal rules of Colorado **with any awarded city listed on the BOA Matrix**. For customer service call Holly Ferguson at 1-800-525- 7521 ext. 31695. The State's account number is **A514100**

Budget Rent-A-Car provides the liability insurance necessary for complete compliance with the fiscal rules of Colorado **with any awarded city listed on the BOA Matrix**. For customer service call 1-800-621-2844. The State's account number is **T143800**

Enterprise Rent-A-Car provides the liability insurance necessary for complete compliance with the fiscal rules of Colorado for **all North American locations as listed on the BOA Matrix**. Visit their web-site at www.enterprise.com, enter your account number in the optional box at the bottom of the page, hit enter and type in the first 3 letters of your company name **STA**, and hit enter to continue the reservation.. The State's account number is **G65117**. Special account numbers have been established for higher ed institutions - contact Brian C. Smith @ 720-875-9905. Trucks + 15-Passanger vans include CDW & liability coverage w/use of contract code.

Details on all awarded auto rental vendors are provided on the BOA Matrix on the STMP website.

US Bank VISA insurance excluded vehicles include:

Trucks, cargo-vans and vans with a capacity for more than 8 passengers. With US Bank VISA, any traveler renting a passenger van with a capacity for more than 8 passengers must buy collision damage waiver insurance provided by the rental car firm.

STATE TRAVEL MANAGEMENT WEB SITE:

<http://www.colorado.gov/travel> for more details about our program.

The State Travel Management Program resides in the Department of Personnel & Administration Division of Central Services.

Lenora Kingston, State Travel Manager 303-866-3986

Jessica Wilson, Program Coordinator 303-866-4004 Fax: 303-866-5302
Division of Central Services, 1001 E. 62nd Ave. RM. A-31 Denver, CO 80216